



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH &**

**EDUCATION IN CANCER (ACTREC)
Kharghar, Navi Mumbai-410 20**

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Date: 29/09/2023

Tender No: TMC/ACTREC/ENGG/SPM/SQ-108/Civil & Furniture work in CCE/2023.

To,

Short Term Tender

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Civil and furniture works for Admin area outside office of Director CCE.	1,28,849/-	2,577/-	NIL

Earnest Money deposit 2% of Tender amount i.e. Rs. 2,577/- to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs. 2,577/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of Cheque will not be accepted
- 3) EMD – As per circular Dt:12th November 2020 from Ministry of Finance and Rule 170 of General Financial Rules (GFR's) 2017, Micro and Small Enterprises (MSE's) and the firms registered with concerned Ministries / Departments are exempted from submission of EMD provided the submission of MSME Udyam Registration Certificate Should be submitted by the Vendor along with tender.



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Further, in lieu of Bid Security, Bidders to sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the period of ONE YEAR from opening of Financial bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.

Submission of Tender:

The Quotation to be submitted in sealed envelope subscribed **"Civil and furniture works for Admin area outside office of Director CCE."**

Tender No: TMC/ACTREC/ENGG/SPM/SQ-108/Civil & Furniture work in CCE/2023.

Sealed Quotation must be entered and endorsed at main gate before due date and time. Envelope received without endorsement at main gate and or after stipulated time will not be entertained.

Financial bid will be submitted in given format only.

Variation in Financial bid format is not accepted and failing to do so will lead to disqualification and rejection of bid.

The tender document can be purchased from 2nd floor, KS-203 Engineering services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

Purchase Date of tender: from **29/09/2023 to 06/10/2023 13:00 Hrs.**

Last date of submission of hard copy of Tender is: **06/10/2023, 13:00 Hrs**

Date of Opening of Tender: **06/10/2023, 15:30 Hrs** in the presence of tenderers or their authorized representative present at the time of opening.

Authorized representative of agency can visit the site to know the actual scope of work and to clarify any queries before quoting.

The agency can contact on:

Phone No: 022-6873/ 2740 5000 Ext; 5156,5010

Email - swayamm5@gmail.com, tender.engg@actrec.gov.in

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.



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The entire work is to be completed within **45 Days** in accordance with the time schedule.

The agency shall deposit Security Deposit at the rate of 2.5% of (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of security deposit to be extended in case of an extension of the contractual period.

5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

Scope of work:

1. Providing making erecting wooden partitions (partly glazed partly panelled to required height.
2. Providing making & supplying computer table made out of 19mm commercial ply for table top including making curves as per site condition
3. Providing drawer unit (movable with wheels) below table made out of 19mm thick commercial ply etc.
4. WOODEN COUNTER (WIDTH UPTO 750MM) Providing making & fixing in position counter consisting of top 2'-6" made out of 25mm commercial ply of approved make supported on computer table and vertical supports at regular intervals
5. Providing vision panel in door shutters including making the opening, providing Necessary teak wood frame work.
6. Providing & fixing in position laminated flush door of shutters block board solid core 32mm thick
7. Providing & fixing hydraulic door closer arm of Eve rite/Hyper make



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8. Providing and fixing vertical blinds (Premier Quality) 100mm regular quality make made from 100% polyester yarn coated with fade resistance polymer.
9. Transportation of related material from the factory/ shop to ACTREC, Kharghar, unloading, keeping the same at site appropriately for execution and installation thereafter.
10. The scope of work detailed above are indicative of the probable nature of the works only and the entire scope of work is not limited to the information furnished above.
11. Technical specification as mentioned in financial bid/BOQ shall be followed stringently.
12. All the works to be completed in full to the satisfaction of Engineer in Charge before completion certificate is issued for settlement of final payment. Bill will be settled as per actual measurement.
13. ACTREC is a running institution which includes hospital activities etc. hence, Bidder should appoint qualified and experienced project manager to schedule and implement the project with least disturbance to ongoing works/patients and their relatives.
14. Agency should submit all the necessary challans for material entry at main gate, any undertakings etc. as required before settling of payment.
15. During the execution process damage on ACTREC property shall be repaired by the contractor without any additional cost.
16. All areas must be cleared from debris/ dismantled materials before completion certificate is issued for settlement of final payment. Bill will be settled as per the joint measurement for actual work done.

Payment Terms:

Payment shall be settled on the basis of work actually executed by the agency after raising RA bills. (contractor has to forward their bill enclosing the challans duly endorsed at ACTREC security gate with receiver signature).

Payment will be done as per actual joint measurement between contractor and Engineer-in-Charge.

Payment term other than mentioned above will not be accepted.



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Safety:

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazard to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labor.

The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

Documents to be submitted:

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)
4. Copy of **similar work** order such as Civil interior works preferably in Hospitals/ corporates/ Govt. offices and related sectors etc.
5. All required documents to be submitted along with the Tender duly signed & stamp
6. Self-declaration Make in India as given below:

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.



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Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditor's/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- ☐ Class-I Local Supplier/
☐ Class-II Local Supplier/
☐ Non-Local Supplier.

We also declare that.

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or
☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

**Officer-in-Charge,
Engineering Services,
ACTREC**

Encl: 1} Blank Schedule of Quantities separately



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NOTE:

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.
- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will



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be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date

Contractor
Seal & Signature



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Bid Security Declaration (To be executed on letter head of bidder)

Whereas, I/we (Name of agency)
have submitted bids for (Name of Work) ... NIT
No.....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit: -
(1) If after the opening of tender, I/we withdraw or modify my/our bid during the period
of validity of tender (including extended validity of tender) specified in the tender
documents,

OR

(2) If, after the award of work, I/we fail to sign the contract, or to submit performance
guarantee before the deadline defined in the tender documents,
I/We shall be suspended for one year and shall not be eligible to bid for ACTREC/TMC
tenders from date of issue of suspension order.

Signature of the Contractor(s)
With Seal and Date

Encl: 1} Blank Schedule of Quantities separately



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VENDOR DATA SHEET			
S. NO	PARTICULARS	DATA TO BE FILLED UP	REMARKS
DETAIL OF THE AGENCY:			
1	Name of the Agency		
2	Type of Firm Proprietorship/ partnership/Limited Company/ any other		
3	Registration details with PWD/CPWD and any other Govt. Dept.		
4	Year of establishment		
5	Postal address		
6	Contact No. with STD code		
7	Name of Contact person		
8	Mobile No.		
9	e-mail ID		
10	Name of Bank		
11	IFSC code		
12	Account No.		
13	PAN Card		
14	GST No.		



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Compliance form-1

NIT.: TMC/ACTREC/ENGG/SPM/SQ-108/Civil & Furniture work in CCE/2023.

Name of the Vendor		
Sr. No	Description	Compliance from agency (Yes/No)
1	Providing making erecting wooden partitions (partly glazed partly paneled to required ht. With teak wood frame of 50mmx50mm in 600mm sq. panel or as required at site the wooden paneling with 6mm commercial plywood of approved make and quality on both sides of partition with 6mm groove. The glazed portion teak wood 30mmx12mm beading on both sides to the required shape skirting at bottom on both the sides with 125mm x 12mm teak wood and top patti with 125 x 20mm T.W.to required flap/or as filler between the wall/ceiling/flooring and partition. The glazed portion of the partition. The glazed portion of the partition shall have approved make/quality –plain/frosted/bazri 4mm thick glass. Above partition shall be provided with partly glazed partly paneled 35mm thick Hollow core door of required size or as required with necessary teak wood door frame 75mmx50mm and the shutter shall be hinged or sliding and the glazed portion with 4mm plain or frosted glass sheet, beading around the shutters, locks, tower bolts, mortice lock with handle suitable size Nos. 2 door closer of eve rite make and any other fittings & fixtures required all as specified and directed. Partition with door, Partly glazed/partly paneled.	
2	COMPUTER TABLE Providing making & supplying computer table made out of 19mm commercial ply for table top including making curves as per site condition, mounted on the vertical side of 19mm commercial ply and cabinet made out of 19mm commercial ply for sides, shelves & shutters making concealed monitor arrangement by providing 8mm thick clear glass on table top of required size with edge polish with drawers and readymade key board drawer with heavy sliding channels with powder coated handle for shutter, cable manager drawers all	



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	edges shall be lipped with 6mm thick T.W. lipping patti. All exposed faces should be 1.5mm thk laminate of approved colour and non-laminated area should be French polished inclu. cost of other materials labor etc. as per drawing and as specified and directed by Engineer-In-Charge. Computer Table with all inner surface with 1mm thk approved laminate.	
3	Providing drawer unit (movable with wheels) below table made out of 19mm thick commercial ply with 6mm thick T.W.lipping patti front side laminated with 1.5mm approved colour & make all around the door shutter outlet face approved make and colour, Non laminated area should be two coat Sqm 1961 of french polish including necessary fittings like hinges, door handles, screws and Godrej make multipurpose lock, C type powder coated handle, tower bolt, ball catches etc. complete. all as specified & directed by Engineer-In-Charge.	
4	WOODEN COUNTER (WIDTH UPTO 750MM) Providing making & fixing in position counter consisting of top 2'-6" made out of 25mm commercial ply of approved make supported on computer table and vertical supports at regular intervals as shown in drawing made out of 18mm thick approved commercial ply and the counter made above the table of required width & size with vertical divider all made out of 19mm thick approved commercial ply and 12mm thick approved commercial ply for front side of counter with 10mm t.w lipping on all exposed edges and table top edges should be 1 ½ inch x 1 ½ inch finishing with and approved colour & moulding plastic laminate 1.5mm thick for all exposed surface etc. including cost of all hardware like hinges, tower bolt, handles, knobs, complete as specified and directed.	
5	VISION PANEL FOR SHUTTER: Providing vision pannel in door shutters including making the opening, providing Necessary teak wood frame work and Fixing 3mm glass with teak wood beading All round on both faces including removing & refaxing of door shutter etc. complete.	
6	Providing & fixing in position laminated flush door of shutters block board solid core internally lipped bonded with water proof type synthetic resin hot pressed with marine ply finished on both faces including prov. And fixing teak wood 20mm thick lipping on all sides fixing heavy duty approved make 4 levers mortice lock with pair of handle of approved make & quality brass/S.S. fittings such as hinges, tower bolts, of approved make fixing fixtures locking arrangements with fixing fixture locking arrangements with screws etc. applying one coat of approved	



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	wood primer etc. all complete as specified and directed by Engineer-In-Charge. 32 mm thick Door, Door shutter with locking arrangement of S.S.aldrop 12" long	
7	Providing & fixing hydraulic door closer arm of Everite/Hyper make for door closer No. 2 & 3 with necessary alignment of door shutter etc. complete as specified & directed by Engineer-In-Charge.	
8	Providing and fixing vertical blinds (Premier Quality) 100mm regular quality make made from 100% polyester yarn coated with fade resistance polymer to ensure minimum light transmittance having suitable coating on exterior in all respect as per design and instruction of EIC. Scope also includes removing of existing blinds and handing over to the concerned engineer or disposing the same as per the instructions of Engineer-in charge. [AS PER SAMPLE AVAILABLE AT SITE] [Payment will be made on actual Measurement basis. Windows measurement to be taken before installation of roller blinds for achieving one-piece work.]	



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Compliance form-2

NIT.: TMC/ACTREC/ENGG/SPM/SQ-108/Civil & Furniture work in CCE/2023.

Name of the Vendor		
Sr. No	Description	Compliance from agency(Yes/No)
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	Are there any deviations from our(bidder) side?	
7	If yes, deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC-ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the center.	

Date

Signature